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# Campus News June 19, 1998

La Salle University

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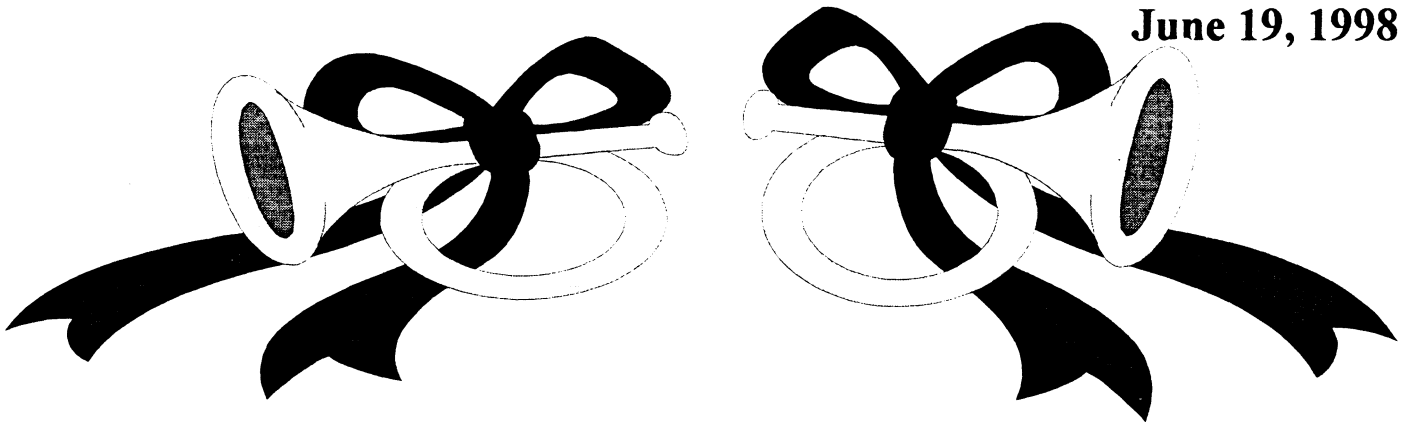
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# CAMPUS NEWS

LA SALLE UNIVERSITY'S WEEKLY INFORMATION CIRCULAR

June 19, 1998



***It's A New Year's Party!***

***Come celebrate the new fiscal year with the  
Development Office!***

***July 2, 1998***

***In the Development Office***

***4<sup>th</sup> Floor Administration Building***

***Noon to 2 P.M.  
Lunch Served***

***All members of the campus community are  
invited!***

***Campus News*** is distributed weekly to foster communication and encourage information sharing among University departments. Articles submitted are the responsibility of their authors alone and do not imply an opinion on the part of La Salle University or the Department of Mail and Duplicating Services.



# LA SALLE UNIVERSITY

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DIRECTOR OF HUMAN RESOURCES

PHILADELPHIA, PA 19141-1199 • (215) 951-1013 • FAX: (215) 951-1799

E-MAIL ADDRESS: [rohanna@lasalle.edu](mailto:rohanna@lasalle.edu)

TO: All Faculty and Staff

FROM: Susan P. Rohanna, Director of Human Resources

DATE: June 19, 1998

SUBJECT: City Wage Tax Changes

I am pleased to notify you of a reduction in the rate of the City of Philadelphia Wage tax rates effective with paychecks dated July 7, 1998.

Philadelphia's wage tax rate for residents will decrease from 4.79% to 4.6869% and non-residents will decrease from 4.1647% to 4.075%.

**Curriculum Design Committee (CDC)**  
**Minutes**

Tuesday, May 26, 1998

Present: Eileen Giardino, Tom McPhillips, Marc Moreau (Chair), Fran Ryan, Steve Smith,  
Margaret Watson, Jeannie Welsh, Sam Wiley  
Excused: Mary Burke, Lynn Miller

The meeting was called to order at 2:00pm.

I. CDC approved the calendar of meetings for the month of June.

II. Marc Moreau met with Joe Merlino, Director of the Interactive Mathematics Program, about the possibility of procuring grant money to support faculty development and/or to pilot courses that may be required to initiate the new core curriculum. Joe has had extensive experience and success at obtaining grants, especially at finding approaches that have matched La Salle's needs to the guidelines indicated by various grant-sponsoring institutions.

III. CDC began discussion of responses from the university community to the four models.

The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Francis J. Ryan

LA SALLE UNIVERSITY

Student Affairs Committee

Minutes for December 3, 1997

Present: Ms. Nancy Brewer, Ms. Marianne Dainton, Mr. Dwight Homan, Ms. Marianne Gauss, Ms. Heather Kilmer, Ms. Abby Laurich, Mr. Victor Nieves, Ms. Ann Walker, Mr. Trey Ulrich and Ms. Arlene Zimmerle.

Excused: Ms. Karen Heistand (alternate), Mr. Broderick Jones, Mr. Tom Meier, Ms. Kristy Quinn, and Mr. Dave Vilorio

Guests: Mr. Michael Burke and Mr. Ronald Diment

1. The minutes of October 22, 1997 and November 12, 1997 were approved.
2. The proposal for an Administrative Hearing option for organizations was approved.
3. A proposal for a revision to the University's policy on Fraternities and Sororities was submitted to the Student Affairs Committee. The proposed changes involve a better explanation of the University's response to groups that have not had an advisor for more than one semester. An initial discussion resulted in ideas to be submitted to the Director of Student Life with a request to revise the proposal. The group was also interested in seeing a position description developed for advisors and ways to make certain there is good liability coverage for advisors. The committee agreed that all organizations should have to have an advisor and that the policy needs to be developed for application beyond Greeks.
3. A discussion of commuter access to the residential areas was the main topic of the meeting. Mr. Diment, Director of Resident Life and Mr. Michael Burke, a student, were asked to present their perspective on the topic. It was explained that a final decision would not lie with this group since the Security and Safety committee and the vice presidents as well the lawyers and insurance carrier would need to have a voice in any decision.

Mr. Diment explained that in 1983 access control guidelines were put into place. The process has been a long established policy of access for residents only. In comparing La Salle to other universities, he explained that it is typical for access to be designated to a specific building but at La Salle this was viewed differently because the smaller buildings share lounges and laundry facilities. Currently, any resident student can access any residential facility.

This semester at the request of the Student Affairs Committee, the Resident Life Advisory Board (RLAB) discussed the access policy and the guest policy with regard to commuters. At their October 30, 1997 meeting the RLAB acknowledged that signing in guests is inconvenient but it is necessary for safety. This group decided they could not recommend a change to the policy. Some of their rationale included the landlord's responsibility for the safety of tenants; the procedures are similar to what occurs in apartment buildings in Center City; most schools limit access to residents of a particular building; commuters can be registered as guests; there are additional and separate guidelines in the *Student Handbook* for residents; resident students pay to live in the residence halls which is a privilege rather than a right; and the residence halls are the "homes" of students during the academic year. The RLAB decided there was no need to revise the policy.

Mr. Burke introduced himself as a commuter and explained that he saw two issues involved with the policy not to allow commuter students access to the residence halls. These are a security issue and a community issue. He explained that commuters are not a security risk. They are members of the campus community who have access everywhere else on campus. He said there are no security checks on resident students or commuter students and therefore it is an insult to commuters when they are not allowed into the residence halls. With regard to the community issue, Mr. Burke stated that permitting commuters into the residence halls would break down the current barriers. When asked how the change would create a better community, Mr. Burke explained that it would allow commuters to experience what residents experience and it would facilitate interaction. He suggested that if a change could not be made for 24-hour access, a set number of regular hours would help the situation. The change would not only facilitate social interaction but it would permit commuters to more easily participate in programs.

Mr. Diment explained that if a commuter student wants to attend a program in the residence halls, the Security Desk Receptionists have been asked to permit program attendees into the residence halls without a host. The person sponsoring the program must either provide Resident Life with a list of names or a letter explaining that people will be coming to the program.

N. Brewer stated that in a conversation with Mr. Burke, she realized that Student Affairs has not done a good job of informing commuters that through Resident Life and the Resident Assistant staff they can get their events publicized.

The issue of crime in the residence halls was discussed. Mr. Diment explained that most of the crime in the residence halls was student to student. Typically it is a wallet stolen from on top of a dresser or clothes stolen from a dryer. A member of the committee commented that students tend to confront people who do not look like they belong on the hall and it might not be what commuters expect.

Members of the committee agree that it is best for a resident to be responsible for guests since common area damages are billed to floors and buildings. This assists in accountability.

The committee discussed the need for a place to gather, a noisy and centrally located room where students could "hang out and talk". Additionally waiting areas at points of entry into the residential areas should be looked at for comfort and convenience. The consensus was that the University needs to consider what changes might be made to improve commuter life.

Mr. Burke stated that he had a petition circulating on the issue of commuter access to the residence halls and he would continue to gather names on the petition.

4. The meeting adjourned at 4 p.m.

La Salle University  
Minutes of the Student Affairs Committee  
February 5, 1998

Present: Ms. Nancy Brewer, Ms. Marianne Dainton, Mr. Dwight Homan, Ms. Marianne Gauss, Mr. Broderick Jones, Mr. Trey Ulrich and Ms. Ann Walker.

1. The committee reviewed a first draft of the December 3, 1997 minutes but did not vote on these. Kristy Quinn will be replaced by Abigail Laurich and Kristy's name was misspelled on the December 3, 1997 minutes.
2. The following meetings were set up for the remainder of the Spring semester.  
Monday, February 23, 1998 at 2:30 p.m.  
Thursday, March 19, 1998 at 3:30 p.m.  
Thursday, April 23, 1998 at 3:30 p.m.
3. A discussion of upcoming agenda topics yielded the following:
  - A. February 23, 1998 meeting will focus on the activities fee review from the perspective of the Funding Board. The group was informed that some of the issues will include club sports, proposals, RSA area governments and bus money,
  - B. March 19, 1998 meeting will focus on others who have suggestions for changes and proposals regarding the Activities Fee. These will include but not be limited to Athletics, Resident Life, and the Masque. Additionally, there is interest in how student tickets will be distributed in 1998-99 for basketball in Hayman Hall.
4. The issue of the inconsistency of the cheerleaders was brought to the table. N. Brewer explained that one of the cheerleaders came to her with complaints. Before any other intervention can be made, the cheerleaders need to meet with the Athletic Department since this step has not been taken.
5. B. Jones provided the group with information on an upcoming Gospel Choir event.
6. The meeting was adjourned at 4:30 p.m.

La Salle University  
Minutes of the Student Affairs Committee  
February 23, 1998

Present: Ms. Nancy Brewer, Mr. Dwight Homan, Ms. Marianne Gauss, Mr. Broderick Jones, Ms. Heather Kilmer, Ms. Abigail Laurich, Mr. Victor Nieves, and Mr. Trey Ulrich.

Guest: Mrs. Kathleen Schrader

1. K. Schrader was invited to provide information from the recent review of the work of the Activities Funding Board. She explained that beyond the reports provided, there were several issues the Student Affairs Committee would have to consider. These include the following:
  - Conference funding and determining a reasonable level for this. The Funding Board has used the registration and miscellaneous expenses for two members of a club or organization with only one of the two members permitted to be a senior and not permitting the same student to go to the same conference twice.
  - Club Sports and permitting them to become annually funded.
  - Use of self-generated funds by annually funded organizations. The question was how much knowledge should the Funding Board have of this for its decision-making purposes.
  - Funding programs not open to all students. Specifically this question pertains to class events. Even though not all students can go in a given year. These have been funded under the assumption that all students will be able to participate at some point in four years.
  - Funding Subsidies, loans and/or providing seed money for service events that raise money for an external agency or person (further information provided in writing)
  - Excessive carry-over of funds from one year to the next. A suggestion was made to put parameters around what can be carried over unless a group has a specific plan for the money.
  - Attendance at proposal hearings. There is a need to hold groups accountable for attending funding board meetings when they are scheduled to appear.
  - Evaluations of funded programs. One of the suggestions was that the wording of this be strong to student organizations such that if they fail to complete an evaluation, it will impact their access to future funding.



Discussion on each of the above items took place but no vote was taken since further information will be gathered at the next meeting.

2. The Committee reviewed and approved the addition to the policy on registration of student organizations such that the policy more clearly states what repercussions there will be for organizations that do not have advisors.
3. Revised minutes for December 3, 1997 and February 5, 1998 were approved.
4. The group decided to meet on the Expectations Document at 1:30 p.m. on Friday, March 13, 1998.
5. The next regular business meeting is scheduled for Thursday, March 19, 1998 at 3:30 p.m. in Union 301.

La Salle University  
Minutes of the Student Affairs Committee  
March 19, 1998

Present: Ms. Nancy Brewer, Dr. Marianne Dainton, Mr. Dwight Homan, Ms. Marianne Gauss, Ms. Karen Heistand, Mr. Broderick Jones, Ms. Heather Kilmer, Ms. Abigail Laurich, Mr. Victor Nieves, Mr. Trey Ulrich, Ms. Ann Walker and Ms. Arlene Zimmerle..

Guests: Dr. Thomas Brennan, Mr. Peter D'Orazio, Ms. Rochelle Peterson, Ms. Chelsea Cuttings and Ms. April Herring

1. T. Brennan and P. D'Orazio presented a proposal for restructuring the Student Activities fee money that is directed to Athletics. Based on the hypothetical \$81,000 figure, \$58,500 would cover basketball tickets for 900 student seats in Hayman Hall. The remaining allocation would be used for the Campus Recreation program. Specifics on the Campus Recreation portion will be developed more fully if this is approved. This will be voted on at the April meeting.
2. R. Peterson and C. Cuttings presented a proposal outlining a rationale for permitting students organization to receive money for conferences through the budget allocation process and to establish the enrichment of campus life through cultural programming as a goal in the use of the activities fee. One of the current problems with the structure for conferences is that it limits the number of students who can attend. In instances where students of color on predominantly white campuses have the opportunity to attend leadership conferences designed for them, the gain is to the organization and the University as well as the individual with regard to ethnic identity. No vote was taken on these issues. This will be handled at the April meeting.
3. A. Herring provided the committee with an explanation of her written proposal to increase the amount of money given to the area governments so Resident Assistants have programming money. She provided examples of how the \$5.00 per resident has been used in 1997-98 and requested that the Committee permit the Funding Board to permit \$10.00 per resident to be distributed. No vote was taken on the issue. This will be included on the April agenda.
4. During the discussion, the concept of "closed to no one" was considered in place of what we currently state as "open to all."
5. The next regular business meeting is scheduled for Thursday, April 23, 1998 at 3:30 p.m. in Union 301. The meeting was adjourned.

# LA SALLE UNIVERSITY

## Student Affairs Committee

Minutes for April 23, 1998

Present: Ms. Nancy Brewer, Ms. Marianne Dainton, Ms. Karen Heistand, Mr. Dwight Homan, Ms. Marianne Gauss, Ms. Heather Kilmer, Mr. Victor Nieves, Ms. Ann Walker, Mr. Trey Ulrich and Ms. Arlene Zimmerle.

Excused: Mr. Broderick Jones, Ms. Abby Laurich, Mr. Tom Meier, Ms. Kristie Quinn, and Mr. Dave Viloria

1. The minutes of March 19, 1998 and February 23, 1998 were approved with corrections.
2. The meeting was spent making decisions on proposals brought before the committee in February and March regarding the use and oversight of the Student Activities fee.
  - a. Conference funding: Currently the working policy states "funding will be limited to two students and at least one of these student must be an underclassman...when the board is funding a request for a conference funded the previous year, the students attending should not be those who attended in the previous year(s). The Student Affairs Committee agreed in principle with this but believe that the policy statement should say, "Generally funding will be limited... or Historically funding has been limited to two students—one upperclassman and one underclassman..." The Committee believed that the Funding Board could consider funding more than two students but the organization must be prepared to defend its rationale for the additional people and show a good faith effort to fund-raise conference expenses. Before considering the request, the group must have fund-raised 25% of the costs of the additional people. The Committee expects student conferees to be supported by an organization. The University may need to do more education on fund-raising for student groups. During the discussion, a letter from Rochelle Peterson was shared with the group in support of funding more than two attendees. The Committee believed there was value and greater accountability in having organizations go through the proposal process rather than giving groups conference money in the budget allocation process.
  - b. Club Sports: The Committee believes club sports should be able to apply to become annually funded. They must follow the process to become annually funded and they may not receive their budgets until all insurance waivers are received from participants.
  - c. Self-generated funds: The proposal for the Funding Board to consider an organization's use of self-generated funds in the budget allocation process was agreed upon. The autonomy of self-generated funds needs to be preserved to stimulate student initiative but review of an organization's total financial picture is needed for the Funding Board's integrity of the allocation on money.
  - d. Programs not open to all: The Committee preferred the phrase, "closed to none" and believed that programs must be closed to no one except in cases that involve academic class year because over the course of a student's tenure at the University, all students may potentially attend such functions.

- e. **Loans and Seed Money:** These were considered positively if the organization can justify the loan and if the Funding Board has money to be allocated such that this will not negatively impact the campus.
- f. **Carry-over Funds:** The Committee agreed with the Funding Board proposal to permit organizations to retain up to 10% of their total budget without explanation. Beyond 10%, a group would have to provide a detailed plan for the use of the funds.
- g. **Meeting Attendance:** The Student Affairs Committee agreed with the Funding Board proposal that failure to appear for two meetings without advanced notice will result on a decision not to fund additional requests for one semester. The Committee asked that both email and campus mail be used to notify organizations of meetings. Members knew of incidents of miscommunication and wanted to make certain students were not penalized if mail was not received until late.
- h. **Evaluations:** The Committee agreed that the required evaluations – submitted within a month of an event – were a necessary part of an organization's accountability. A change in the wording was suggested such that it reads, "The failure to complete an evaluation(s) will impact the organization's access to future funding."
- i. **Athletic Department:** The proposal from the Athletic Department was accepted but with some modifications. To maintain the free basketball tickets for students, the Athletic Department will reserve 900 student seats at half price or \$58,500 for the 1998-99 year. The remaining money that has been allocated in the past will go toward the campus recreation program but a specific proposal must be submitted to and accepted by the Student Affairs Committee for the expenditure of the money. For the current year, the Student Affairs Committee agreed to permit the remaining money to be used specifically for fitness equipment in the same way the money was spent in 1996-97. While the Student Affairs Committee desires to support recreational activity, it also strongly suggests that the Athletic Department take a more active role in the supervision of Club Sports. The *Information Manual for Student Organizations* suggests a joint relationship between Athletics and Student Life where club sports are concerned. The Student Affairs Committee would like to see participants in club sports as having greater access to services available through the Athletic Department. The belief is that these organizations may fit better into the structure of the Athletic Department than they do as independent organizations under the Student Life Office especially as more varsity sports lose varsity status and become club sports.
- j. **Funding for Area Governments:** The Student Affairs Committee agreed with the Funding Board's decision to fund these at \$5.00 per resident of the area. The request for an increase to \$10 was denied and a compromise of \$7.50 per resident was reached.
- k. **Funding for Cultural Enrichment programming:** This proposal came in two parts. One was for conferences for individual development that might also improve organizations. The second was for 10% of the Activities Fee money to be set aside for cultural programming. Both of these were rejected on the basis that the Committee believed the University should be funding these through office budgets. This will be communicated to the Provost and President. The original intent of the Activities Fee was to fund organizations and to provide money for campus social programming. While the Committee did not believe the proposal met the original intent, it agreed that these are valuable offerings to the campus. Several options were discussed including the appropriateness of

the Concert and Lecture series funds for cultural enrichment programs. The options and ideas discussed will be outlined to those who formulated the proposal.

3. A full evaluation of the Activities Fee /Funding Board will be done every two years with a cursory review of the process annually.
4. Announcements were made and the meeting was adjourned.



**La Salle University**

Philadelphia, Pennsylvania 19141

**Student Life Office**

215-951-1371

To: Members of the University Community

From: Kathleen E. Schrader, Director of Student Life

Date: June 19, 1998

***Please Read Carefully. This Memo Contains Important Information  
on the Reservation of La Salle Union Facilities***

This memo is being sent on behalf of the Student Life Office, the Food Service Catering Department, and the Physical Facilities Department to explain to members of the University community the implications of the recent restructuring in Student Life and the transfer of all custodial responsibilities to Physical Facilities. All three departments wish to be able to satisfactorily service your program needs in the La Salle Union but we need your assistance to make the restructuring process work.

**When reserving La Salle Union facilities, please follow these guidelines:**

1. All reservation information, including set-ups and cancellations, must be made in writing. This may be done on the La Salle Union reservation form [copies are available at the Union Information Center and in the Student Life Office or by e-mail. Reservations placed on the La Salle Union reservation form are returned to the Student Life Office, Room 205 of the La Salle Union. ***Telephone reservations cannot be accepted nor will the reservation staff 'hold' rooms pending the receipt of a written request.***

When placing a e-mail reservation, please send your request to Lou Voluntad with a copy Kathleen Schrader. An e-mail reservation should contain the following information:

- A. *Date of the Event:*
- B. *Time of the Event:*
- C. *Description of the Event:* Committee Meeting, speaker function, luncheon, dinner, etc.
- D. *Requested Facility:* [Please Note: The reservation staff reserve the right to assign the most appropriate facility for a specific event.]
- E. *Name of the Sponsoring Department/Organization:* When La Salle faculty and administrators are reserving facilities for use by off-campus organizations, this must be clearly indicated at the time the request is placed. In such instances, the requesting academic or administrative department is considered to be the event's coordinator and a department representative is expected to attend the event.
- F. *Projected Attendance*
- G. *Indication if Catering Services are Required:* Confirmation of a room reservation does not guarantee the availability of Catering Services.
- H. *Set-Up Requirements:* Groups with detailed and specific set-up requirements are asked to provide a diagram indicating placement of all tables, chairs, coat racks, podiums, A-V equipment, etc. The Catering Department will provide Student Life with diagrams for food service related set-ups.

**Reservation Timetable:**

1. Reservations for major program areas in the La Salle Union [Theater, Ballroom Music Room, Dunleavy Room, and Union Patio and balconies] must be placed at least one [1] week in advance of the program date.
2. Reservations for programs that will require Catering services must be placed no less than two [2] weeks in advance for events occurring during the academic year and no less than three [3] weeks in advance for programs occurring during the summer.
3. All non-Catering set-up requirements are due no less than one week in advance of the program date.

**Catering Services:**

1. All e-mail to the Catering Department is to be sent to Susan Skinner, Director of Catering and Conferences, and to Carol Hoeke, Food Service Department Secretary.
2. La Salle University Catering has the right of first refusal for all catering on the La Salle campus. This also applies to events held in non-Union areas. If La Salle Catering cannot, due to prior commitments, provide services, then La Salle Catering will coordinate the outsourcing of the event to a Caterer that has been approved by the University and meets the prerequisite insurance requirements.
3. An estimated number of guests is required at the time of making the initial arrangements and a final guaranteed count is due seventy-two [72] hours prior to the event. Should no final count be called in to the Catering office, the estimated number will be considered the final guarantee and is not subject to subsequent reduction.
4. The University's alcohol policy requires that, when an event is to include the service of alcohol, the purchase and service of alcoholic beverages must be coordinated through La Salle University Catering.

**Cancellations:**

1. The cancellation of room reservations are to be reported in writing to the Student Life Office. A department/office which does not report a reservation cancellation [such notice must be in writing/e-mail] and for which a facility has been prepared may be billed for personnel set-up costs.
2. For events that were to require Catering Services, cancellations must also be reported to the Catering Department no less than 72 hours [three working days] in advance. Departments/organizations failing to provide cancellation notice to the Catering Department may be billed for food costs.

**Equipment Usage:**

1. Because of the time and labor cost of transporting La Salle Union equipment to other areas of the campus, such services will be limited. Departments/organizations scheduling events on the main Quadrangle, in classroom/administrative buildings, residence hall areas, or the Hayman Center should be prepared to rent the equipment necessary for the event. The Director of Purchasing can assist departments/organizations needing to rent such equipment.

## The Writing Fellows Program, Fall Semester, 1998

Are you interested in the assistance of a Writing Fellow for the fall, 1998 semester?

- Please return the tear-off by **Tuesday, June 30.**
- Writing Fellows will read the drafts of the papers you assign in one of your courses and give students one-on-one assistance with their writing.
- To obtain the assistance of a Writing Fellow, your course must include at least two papers written for a grade.
- Faculty in all schools and departments may request Writing Fellows. Undergraduate courses at all levels are eligible for the program. Senior Writing Fellows are assigned to advanced courses.
- See the reverse side of the page for a list of the Writing Fellows. You may indicate on the tear-off if you prefer one of these students to be assigned to your course.
- Please contact me for more information about the program.

Name \_\_\_\_\_ Phone(campus) \_\_\_\_\_ EMail \_\_\_\_\_

Department \_\_\_\_\_ Home Address: \_\_\_\_\_  
Phone (home) \_\_\_\_\_

Title and Number of Course \_\_\_\_\_

Approximate Enrollment \_\_\_\_\_ Number of Papers \_\_\_\_\_

Writing Fellow Request (not necessary to fill out) \_\_\_\_\_

***Return to: Margot Soven, English Dept. (Box 180) or contact me via voice mail (office 951-1148) ;( home 610-664-0491) or e-mail: soven@lasalle.edu.***



## **1998-99 Writing Fellows**

Chernesky, Susan  
Corcoran, Kathleen  
Dillin, Michelle  
Doran, Pat  
Eckert, John  
Gregory, Annemarie  
Huh, Jane Meera  
Karelis, Natalie  
Kubert, Jason  
Lawrence, Heidi  
Longo, Jaime  
Miller, Katherine  
Mintzer, Suzanne  
Morse, Justin  
Mscisz, Donna  
O'Connor, Patrick  
Reinhardt, Carolyn  
Rossomando, Sue  
Staples, Beth  
Tierney, Kelly  
Tremblay, Damian  
White, April  
White, Charles

# CAMPUS POSITIONS AVAILABLE

LA SALLE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



LA SALLE UNIVERSITY

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DEPARTMENT OF EDUCATION

PHILADELPHIA, PA 19141 • (215) 951-1190

## EDUCATION DEPARTMENT

One-year faculty position in Education. Specialization in special education with ability to teach ESE mathematics and provide field instruction for ESE student teachers. Qualified applicants will have a minimum of 3 years teaching K-12 and earned doctorate. Send applications by July 6, 1998 to: Carole Freeman, Chair, Education Department, La Salle University, 1900 W. Olney, Philadelphia, PA 19141. AA/EOE.



# LA SALLE UNIVERSITY

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OFFICE OF ADMISSION AND FINANCIAL AID

PHILADELPHIA, PENNSYLVANIA 19141 • 215/951-1500 • 800/328-1910

## **Admission Office Position Openings**

### **Administrative Assistant I**

Primary responsibilities include data entry, word processing and maintenance of letter flow to inquirers and applicants. Phone coverage, normal filing and individual typing also required. Desired skills: attention to detail, typing, ability to deal with numerous responsibilities concurrently, appreciation for customer service and familiarity with Microsoft products.

### **Administrative Assistant II**

Responsibilities include data entry, phone coverage, coordinator of admission files and working closely with professional staff, particularly in the transfer and international admissions areas. Other normal admission office responsibilities such as mailing coordination and assisting with on-campus visit programs also important. Desired skills: strong typing and organizational skills, appreciation for customer service, computer proficiency.

### **Secretary I**

Responsibilities include greeting visitors, receiving incoming telephone calls, handling e-mail and voice mail messages, scheduling campus visits, confirming campus visits, data entry. Desired skills: strong interpersonal skills, attention to detail, ability to work in a team, proficiency with computers and Microsoft Products.

Base salary and benefits package including tuition remission for all positions. Send cover letter indicating interest in a specific position along with your resume to: Kris Lowe, Operations Manager, Office of Admission and Financial Aid, La Salle University, 1900 West Olney Avenue, Philadelphia, PA 19141.

AA/EOE

Please submit materials for the position you are interested in by July 1, 1998.

# M

ail and Duplicating  
emo

June 19, 1998

TO: The University Community  
FR: Linda M. Ferrante, Director

Due to the upcoming holiday on Friday July 3<sup>rd</sup>,  
*Campus News* will be distributed on Thursday July 2<sup>nd</sup>.

All ads for that week should be submitted no later than  
Tuesday June 30<sup>th</sup> at 4pm.

*Have a nice holiday weekend!*